

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 10-36**

**SUBJECT:
Chauffeur
LES-3**

DATE: 08-25-10

OPENT TO: All Interested Applicants

FROM: Human Resources Office

POSITION: Chauffeur, FSN-3;

OPENING DATE: August 25, 2010

CLOSING DATE: September 9, 2010

WORK HOURS: Full time: 40 hours/week

SALARY: Ordinarily Resident (OR): **11,748** USD per annum (Starting Basic salary)
(Position Grade: FSN-3)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Baghdad is seeking three (3) individuals to fill the position of **Chauffeur** in the **General Services Office (GSO)**.

BASIC FUNCTION OF THE POSITION

The primary purpose of the chauffeur position is to provide support – driving, transporting and offloading/unloading baggage and supplies and other miscellaneous duties, as required - to Chief-of-Mission clients, of which there are over 1,500. Incumbent is responsible for the safe transport of passengers and/or cargo within the International Zone. Area of responsibility for driving could be expanded or further restricted as security considerations require. Providing driver support 24 hours a day, seven days a week. Work hours are based on a 40 hour work week, but chauffeurs must be prepared to work substantial overtime.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.

2. Two years professional driving experience is required
3. English Level II (Limited Knowledge) and Arabic Level IV (Fluent) is required.
4. Knowledge of and skill in operating light duty passenger and/or cargo vehicles, either gasoline or diesel to include automatic and standard shift transmissions. Knowledge of passenger safety rules regarding the use of seatbelts and safe driving.
5. Must have the ability to drive vehicles. Skill in defensive driving techniques. Skill in recognizing developing hazardous road and traffic conditions, and the judgment to adjust driving methods to the practices of surrounding traffic. Skilled in customer service methods and practices (based on past experience and recommendations). Basic office technology skills: computer, phones, scanner, printer, photocopier, etc.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadHR@state.gov.

E-mails received without the appropriate subject line will not be considered. Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: Chauffeur 10-36.

The Universal Application form is available at the US Embassy Baghdad internet:
<http://iraq.usembassy.gov/iraq/jobs.html>

CLOSING DATE FOR THIS POSITION: September 9, 2010

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HRO/JPW
Cleared: GSO/DLM
Drafted: HRA/YAA